



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.fss.gsa.gov>.

Mission Oriented Business Integrated Services (MOBIS)
Federal Supply Group: 874
Class: R499

Contract Number: **GS-02F-0105X**
For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: March 17, 2011 – March 16, 2016

Contractor: Lead Star, LLC
P.O. Box 328
Fairfax, Virginia 22038
703-273-7280 (p)
703-273-7281 (f)
www.leadstar.us

Business Size: Small, Service Disabled Veteran
Woman-Owned Business

Contract Administrator: Angie Morgan

CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description	Pricing
874-1	Integrated Consulting Services	See Page 4
874-4	Training Services	See Page 10
874-5	Ancillary Supplies	See Page 20

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided after pricing where applicable (see 1a).

2. Maximum Order: \$1,000,000

*If the “best value” selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

3. Minimum Order: \$100

4. Geographic Coverage: Domestic only

5. Point of Production: Lead Star, LLC
P.O. Box 328
Fairfax, Virginia 22038

6. Prices Shown Herein are Net (discount deducted)

7. Volume Discount:

Purchase of:
(2) courses, webinars, services 12% discount
(3) courses, webinars, services 17% discount
(4)+ courses, webinars, services 22% discount

8. Prompt Payment Terms: 2%, NET 10

9. Government Purchase Cards are accepted below and above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: Lead Star, LLC shall deliver or perform services in accordance with the terms negotiated in an agency's order. Lead Star, LLC will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.

11b. Expedited Delivery: Consult with Contractor

- 11c. Overnight/2-Day Delivery: Consult with Contractor
- 11d. Urgent Requirements: Consult with Contractor
- 12. FOB Point: FOB Destination
- 13. Ordering Address: Lead Star, LLC
 P.O. Box 328
 Fairfax, Virginia 22038
- 14. Payment Address: Lead Star, LLC
 P.O. Box 328
 Fairfax, Virginia 22038
- 15. Warranty Provisions: Standard Warranty
- 16. Export Packing charges: Not applicable
- 17. Terms and conditions of Government Purchase Card Acceptance: Contact Lead Star, LLC for terms and conditions of Government Purchase Card acceptance.
- 18. Terms and conditions of rental, maintenance, and repair: Not applicable
- 19. Terms and conditions of installation: Lead Star, LLC shall deliver or perform services in accordance with the terms negotiated in an agency's order.
- 20. Terms and conditions of repair parts: Not applicable
- 21. List of service and distribution points: Not applicable
- 22. List of participating dealers: Not applicable
- 23. Preventive maintenance: Not applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <http://www.leadstar.us>
- 25. DUNS Number: 165971495
- 26. Lead Star, LLC is registered in the Central Contract Registration (CCR) database.



GSA Pricing for SINs 874-1

Labor Category	Hourly Rate
Executive Consultant	\$295.47
Project Lead	\$226.70
Curriculum Designer	\$204.03
Research Coordinator	\$184.13
Graphic Designer	\$136.02
Technical Writer	\$141.06
Administrative Asst.	\$95.92
Meeting Facilitator	\$249.37
Executive Coach	\$226.70

Labor Category Descriptions

Executive Consultant

Functional Responsibility: Responsible for overall customization of consulting projects to ensure relevancy, quality, impact and customer satisfaction. Interfaces with client to provide on-demand expert guidance and advice. Analyzes projects to ensure the scope is accurate, appropriate resources are dedicated to the project, and all management and execution tasks related to the project are effectively coordinated to ensure lasting results.

Minimum Education: B.A., B.S.

Minimum Experience: 5 years relevant experience, to include experience in management consulting, organizational development, business consulting, training, curriculum development, and leadership consulting. Must be knowledgeable in leadership theory and demonstrate a high level of organizational and communication skills.

Project Lead

Functional Responsibility: Analyzes project requirements in the areas of business management, leadership development, financial management, program scheduling, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, and project tracking methodologies to ensure the success and efficiency of the project. Works with client directly, as well as with all personnel assigned to the project.

Minimum Education: B.A., B.S.

Minimum Experience: 3 years relevant experience, to include project management, business consulting, and leadership training and development. Strong oral, written and organizational skills are necessary. Must be able to manage multiple tasks at any given time.

Curriculum Designer

Functional Responsibility: Responsible for curriculum design for training projects. Must design learning companions and collateral training materials, to include scripts, PowerPoint slides, and participant handouts to support the adult learning process. Also must be able to create team building exercises and practical application exercises to facilitate action learning. Ensures that learning materials are appropriate and relevant for students and that client goals and objects are established and met.

Minimum Education: B.A., B.S.

Minimum Experience: 3 years relevant experience, to include background in curriculum design, training and development, leadership consulting, and education. Also must demonstrate competence in transforming theory into practical and actionable learning materials. Superior organization skills with strong oral, written communication background.

Research Coordinator

Functional Responsibility: Responsible for conducting advanced research in support of consulting, facilitation and training projects to ensure all materials are relevant to client and reflect the language and culture germane to the organization. Research includes journal reviews, media searches, and interviews with members of client organization. Provides reports, memos, and relevant publications to all relevant parties to ensure consulting, facilitation and training projects are customized specifically for the client. Must work with client representatives directly and maintain records of all interactions.

Minimum Education: B.A., B.S.

Minimum Experience: 2 years relevant experience, to include a research background, management and leadership consulting, or training and development. Must have strong organizational skills, as well as demonstrate solid written and oral communication skills. Must be able to balance competing demands and priorities and demonstrate strong ability to work within a team.

Graphic Designer

Functional Responsibility: Provides graphic design support for all project-related materials, to include workbooks, PowerPoint slides, presentation templates, project marketing materials, and all other collateral materials. Works across team to identify graphic design needs and closely coordinates all presentation material with client to ensure that the end product is coordinated with the client's brand.

Minimum Education: High School education with graphic design certification.

Minimum Experience: 2 years experience in related field where individual was responsible for creating and designing event materials. Must be proficient with Adobe Suite design software. Strong organizational skills required. Must be detail-oriented and able to balance multiple projects on an ongoing basis.

Technical Writer

Functional Responsibility: Responsible for writing all client publications that support the project. Works across team functions to collect data and review research for publications, which can include training manuals and eBook content. Possesses solid writing, editing and grammar skills to ensure all publications are print-ready. May need to select photos to support writing/publications, and arrange for duplication and distribution of materials.

Minimum Education: B.A., B.S.

Minimum Experience: At least 3 years experience in related field, to include journalism, publishing, editing, curriculum design and copy writing. Must be organized and detail oriented, as well as able to work against deadlines. Has to be able to produce materials that are designed for learning.

Administrative Assistant

Functional Responsibility: Manages programs, projects, processes and files. Coordinates all meetings, as well as travel and logistical support. Interfaces with client to ensure appropriate project support. Responsible for creating spreadsheets and creating reports. Other duties are assigned as needed.

Minimum Education: High School Diploma

Minimum Experience: 3 years of professional experience. Must have solid understanding of Microsoft office suite and proficient in Word, Excel and PowerPoint. Strong organizational and communications skills are paramount. Demonstrates initiative and judgment. Is knowledgeable of company policies, procedures and processes.

Meeting Facilitator

Functional Responsibility: Coordinates directly with client to ensure successful meeting where goals are identified, established and met during formal facilitation session. Creates an inclusive environment that supports ideation, planning, conflict resolution, brainstorming, and goal advancement. Must be able to work with senior-level executives, managers and emerging leaders. Responsible for providing post-event after action plan to codify ideas discussed and present recommendations for future actions.

Minimum Education: B.A., B.S.

Minimum Experience: 5 years of professional experience in areas of meeting facilitation, executive coaching, training and development, and project management. Must be able to demonstrate knowledge in organizational development, leadership and management theory. Strong communication and interpersonal skill necessary.

Executive Coach

Functional Responsibility: Provides guidance, mentoring and training for senior-level executives, managers, and emerging leaders within corporations and organizations. Responsible for coordinating teleconferences with individuals, providing them action-learning assignments, and offering assistance to allow individuals to improve upon their leadership-related skills and business acumen.

Minimum Education: B.A., B.S.

Minimum Experience: 5 years relevant experience, to include experience in business and management consulting, leadership training and development, counseling, executive coaching, and mentoring. Must demonstrate a high-level understanding of organizational development, leadership and management theory. Strong communicator with expert rapport-building skills.



GSA Pricing for SIN 874-4 Customized Training

Labor Category	Hourly Rate
Project Lead	\$223.53
Curriculum Designer	\$183.78
Expert Trainer	\$253.00
Trainer Level 1	\$212.19
Trainer Level 2	\$194.06
Subject Matter Expert	\$220.35
Graphic Designer	\$138.74

Labor Category Descriptions

Project Lead

Functional Responsibility: Analyzes project requirements in the areas of business management, leadership development, financial management, program scheduling, support requirements, project goal delivery and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, and project tracking methodologies to ensure the success and efficiency of the project. Works with client directly, as well as with all personnel assigned to the project.

Minimum Education: B.A., B.S.

Minimum Experience: 8 years relevant experience, to include project management, business consulting, and leadership training and development. Strong oral, written and organizational skills are necessary. Must be able to manage multiple tasks at any given time.

Expert Trainer

Functional Responsibility: Delivers instructor-led or web-based training to individuals, small teams, or large groups. Responsible for presenting both off the shelf and customized training packages. Must be capable of presenting learning material, meeting training goals, coordinating group activities, and facilitating meetings. Interfaces directly with audience and is responsible for ensuring all learning objectives are met and all presentations start and end on time. The expert trainer is responsible for the overall audience's learning experience, which is measured through audience evaluation.

Minimum Education: M.A., M.S. or two years specialized experience post Bachelor's Degree.

Minimum Experience: 10 years relevant experience, to include training and development, meeting facilitation, teaching and education, public speaking and management/leadership consulting. Must demonstrate initiative and be comfortable to present in front of a range of audience sizes.

Trainer, Level 1

Functional Responsibility: Is responsible for delivering instructor-led or web-based training to individuals, small team, or large groups. Must be capable of presenting learning materials and coordinating group activities. Interfaces directly with audience and is responsible for ensuring all training objectives are met and that all presentations start and end on time. All Level 1 Trainers are evaluated by audience to ensure they meet training goals and audience expectations.

Minimum Education: M.A., M.S. or two years specialized experience post Bachelor's Degree.

Minimum Experience: 5 years relevant experience, to include training and development, meeting facilitation, teaching/education, and public speaking. Must be comfortable presenting in front of large or small audiences.

Trainer Level 2

Functional Responsibility: Delivers off the shelf and web-based training with support of an Expert Trainer or Trainer, Level 1. Is able to deliver customized training with an Expert Trainer. Must be capable of presenting materials, supporting the coordination of group activities, and interfacing directly with the audience. All Level 2 Trainers are evaluated by audience to ensure they meet training goals and audience expectations.

Minimum Education: B.A., B.S.

Minimum Experience: 4 year relevant experience, to include training and development, meeting facilitation, teaching/education, and public speaking. Must be comfortable presenting in front of large or small audiences.

Subject Matter Expert

Functional Responsibility: Provides their expert insight and guidance into a specific topic or theme relevant to customized training event. Coordinates directly with curriculum designer and project lead to help define the scope of the training subject, resources to help support the subject, insight into team building events/group activities, and helps identify learning objectives for the course.

Minimum Education: M.S., M.A.

Minimum Experience: 5 years relevant experience in area of expertise, which can be obtained through personal experience, professional experience, or field of research. Must be able to work on deadline and with multiple parties.

Curriculum Designer

Functional Responsibility: Responsible for curriculum design for training projects. Must design learning companions and collateral training materials, to include training scripts, PowerPoint slides, and participant handouts to support the adult learning process. Also must be able to create team building exercises and practical application exercises to facilitate action learning. Ensures that learning materials are appropriate and relevant for students and that client goals and objects are established and met.

Minimum Education: B.A., B.S.

Minimum Experience: 2 years relevant experience, to include background in curriculum design, training and development, leadership consulting, and education. Also must demonstrate competence in transforming theory into practical and actionable learning materials. Superior organization skills with strong oral, written communication background.

Graphic Designer

Functional Responsibility: Provides graphic design support for all project-related materials, to include workbooks, PowerPoint slides, presentation templates, project marketing materials, and all other collateral materials. Works across team to identify graphic design needs and closely coordinates all presentation material with client to ensure that the end product is coordinated with the client's brand.

Minimum Education: High School education with graphic design certification.

Minimum Experience: 2 years experience in related field where individual was responsible for creating and designing event materials. Must be proficient with Adobe Suite design software. Strong organizational skills required. Must be detail-oriented and able to balance multiple projects on an ongoing basis.



**GSA Pricing for SIN 874-4
Off-the-Shelf Courses**

Full-Day Courses

Title	Unit	Price Per Unit
Moving from Ordinary to Extraordinary	Per Class	\$8,866.50
Leadership Boot Camp (Full class)	Per Class	\$11,083.12
Leadership Boot Camp (Individual)	Per Attendee	\$467.61
Leading from the Front	Per Class	\$8,866.50
Leadership Fundamentals	Per Class	\$7,858.94
Make Something Happen (through Your Leadership)	Per Class	\$5,894.21
Leading in Turbulent Times	Per Class	\$5,894.21
Leading from the Front	Per Class	\$5,894.21

Half-Day Courses

Title	Unit	Price Per Unit
Empowering Your Workforce	Per Class	\$5,516.37
No Excuses! Creating Accountability in Your Environment	Per Class	\$5,516.37
Leading in a Multi-Generational Workforce	Per Class	\$4,911.84
Executing Vision through Challenge and Change	Per Class	\$4,911.84
How to Lead When You Are Not in Charge	Per Class	\$3,526.70
How to Have Effective Dialogues with Your Boss	Per Class	\$3,526.70

Webinars

Title	Unit	Price Per Unit
Developing Unshakeable Confidence	Per Class	\$2,090.68
A Leader's Guide to Managing Time and Improving Efficiency	Per Class	\$2,090.68
How to Lead When You Are Not in Charge	Per Class	\$2,090.68
Tough Talks: Communicating Like a Leader When the Stakes are High	Per Class	\$2,090.68
Leading in a Multi-Generational Workforce	Per Class	\$2,090.68

Title	Unit	Price Per Unit
Developing Unshakeable Confidence	Per Attendee	\$45.29
A Leader's Guide to Managing Time and Improving Efficiency	Per Attendee	\$45.29
How to Lead When You Are Not in Charge	Per Attendee	\$45.29
Tough Talks: Communicating Like a Leader When the Stakes are High	Per Attendee	\$45.29
Leading in a Multi-Generational Workforce	Per Attendee	\$45.29



**Off-The Shelf Course
& Webinar Descriptions**

Course Title:	
Moving from Ordinary to Extraordinary	
Course Description:	
<p>Every professional has an opportunity to raise the bar on their performance. This Lead Star full-day training program is designed for individual contributors who are looking to reinvigorate their careers by analyzing their current roles and responsibilities, identifying areas for performance improvement, and developing a career roadmap that will allow them to elevate their leadership abilities and maximize their potential. Key areas that will be addressed include: understanding the elements of top performance, recognizing areas for self improvement, learning action-steps associated with innovation, and identifying goals that will allow participants to create realistic, measurable and lasting results. Two trainers conduct this course to ensure each participant receives hands-on guidance as they work to identify how they can lead their careers more effectively and maximize their potential in all the roles they fill.</p>	
Course Length: 8 hours	Course Location: On-site/Off-site
Prerequisites: None.	
Minimum Students: 25	Maximum Students: 100
Class Schedule: Based upon client's preference	
Materials: Learning Companion Workbook and team building exercise materials	

Course Title:	
Leadership Boot Camp	
Course Description:	
<p>Lead Star's premiere training event is designed exclusively for professionals looking to expand their leadership abilities. A day-long, comprehensive and interactive training experience, Boot Camp participants learn proven leadership fundamentals inspired by Lead Star's Founder's experiences as Marine Corps Officers, entrepreneurs and business consultants.</p> <p>Though Lead Star's Boot Camp demands no physical feats of attendees, there are many intellectual challenges designed to stimulate dialogue, personal and professional growth, and an invaluable exchange of ideas among a diverse audience of leaders. Boot Camp provides an in-depth analysis of the qualities leaders possess and requires participants to become more self-aware of their leadership style. Additional topics presented include: making effective decisions, projecting confidence, and promoting accountability. All attendees leave their session with a detailed action plan that allows them to continue the leadership momentum they experienced at Boot Camp. Two trainers conduct this course to provide a dynamic, interactive and engaging experience.</p>	
Course Length: 8 hours	Course Location: On-site/Off-site
Prerequisites: None.	
Minimum Students: 40	Maximum Students: 200
Class Schedule: Based upon client's preference	
Materials: Workbook Materials, Team Building Materials, Leadership Diagnostic Test	



**Off-The Shelf Course
& Webinar Descriptions**

Course Title:	
Leading from the Front	
Course Description:	
<p>Leadership is not about a job title – it is about action and behavior. Participants in this day-long event will learn the 10 Leadership Principles necessary for lasting success. These principles are inspired by the best-selling business book <i>Leading from the Front</i> and the authors' experiences as former Marine Corps Officers and detail necessary behaviors that professionals need to incorporate into their leadership style to be effective leaders in every role they fill. Topics covered include creating a command presence, managing emotions, promoting authenticity and diversity, and building camaraderie through service-based leadership.</p> <p>Two trainers conduct this course to ensure participant engagement, as well as to facilitate team building activities.</p>	
Course Length: 8 hours	Course Location: On-site/Off-site
Prerequisites: None	
Minimum Students: 40	Maximum Students: 200
Class Schedule: Based upon client's preference	
Materials: Workbook Materials, Team Building Materials	

Course Title:	
Leadership Fundamentals	
Course Description:	
<p>If you're looking to become a stronger leader, but do not know where to start, Lead Star's Leadership Fundamentals course is a great place to begin. Participants learn the baseline qualities of leadership in this supportive, engaging, and action-oriented training course. This session provides each participant with seven key fundamentals that, when put into action, produce immediate results for anyone who is looking to increase their influence in their professional environment. The leadership fundamentals include the importance of personal performance, how to make and manage decisions, and effective methods that can be used to build trust, establish credibility, and influence personal accountability.</p> <p>This course is highly interactive and requires students to engage in self-reflection and action-oriented exercises designed to help them understand how they can best express their leadership. Two trainers conduct this course to create an engaging environment and to facilitate team building activities.</p>	
Course Length: 8 hours	Course Location: Client Site
Prerequisites: None	
Minimum Students: 15	Maximum Students: 200
Class Schedule: Based upon client's preference	
Materials: Workbook Materials, Team Building Materials, Leadership Diagnostic Test	



Off-The Shelf Course & Webinar Descriptions

Course Title:	
Make Something Happen (through Your Leadership)	
Course Description:	
Small teams that are preparing for challenge and/or change can benefit from this full day training course offering teams an interactive, educational and engaging session that reinforces the necessary leadership skills for lasting success. Participants explore the importance of vision, developing strategic goals, learning innovation best practices and team accountability measures. This session creates an environment that is inclusive, supporting the ideas of each participant and encouraging exchange. This session is taught by one trainer and the course is designed to be reflective and action-oriented.	
Course Length: 7 hours	Course Location: On-site/Off-site
Prerequisites: None	
Minimum Students: 15	Maximum Students: 80
Class Schedule: Based upon client's preference	
Materials: Workbook Materials, Team Building Materials, Leadership Diagnostic Test	

Course Title:	
Leading in Turbulent Times	
Course Description:	
Challenge. Adversity. Missed expectations. Competing Priorities. While unforeseen circumstances can set back even the strongest of teams, ensure your team is effectively equipped to manage the changing landscape that many organizations are currently experiencing. The Leading in Turbulent Times workshop provides participants with the leadership skills necessary to help them adjust to their evolving work environment. Key topics covered are leading and managing change, making effective decisions, maximizing personal potential, identifying areas for self improvement, and establishing long-term and short-term goals that allow individuals to maintain their momentum with their roles and responsibilities. One trainer leads this course to create an environment where all ideas compete on equal footing and the dialogues are focused on future success and lasting results.	
Course Length: 6 hours	Course Location: On-site/Off-site
Prerequisites: None	
Minimum Students: 15	Maximum Students: 80
Class Schedule: Based upon client's preference	
Materials: Workbook Materials, Team Building Materials, Leadership Diagnostic Test	



**Off-The Shelf Course
& Webinar Descriptions**

Course Title:	
Leading from the Front	
Course Description:	
<p>Leadership is not about a job title – it is about action and behavior. Participants in this day-long event will learn the 10 Leadership Principles necessary for lasting success. These principles, inspired by the best-selling business book <i>Leading from the Front</i> whose authors are former Marine Corps Officers, detail necessary behaviors that professionals need to incorporate into their leadership style to be effective leaders in every role they fill. Topics covered include creating a command presence, managing emotions, promoting authenticity and diversity, and how to create camaraderie through service-based leadership.</p> <p>This session is conducted by one-trainer who provides participants the opportunity to engage in self-reflection and action-oriented exercises.</p>	
Course Length: 7 hours	Course Location: On-site/Off-site
Prerequisites: None	
Minimum Students: 15	Maximum Students: 80
Class Schedule: Based upon client's preference	
Materials: Workbook Materials, Team Building Materials	

Course Title:	
Empowering Your Workforce	
Course Description:	
<p>Strong leaders create environments where all team members strive for top performance. This half-day session focuses on providing managers and team leaders with the skills necessary to motivate and empower their team members. Key themes in this course include: how to delegate decision-making authority, best practices for cultivating loyalty and camaraderie, setting high expectations that are realistic and achievable and how to motivate and inspire team members to take ownership of their roles and responsibilities. One presenter delivers this session, which is a unique combination of presentation, small group discussion and individual reflection.</p>	
Course Length: 4 hours	Course Location: On-site/Off-site
Prerequisites: This course is ideal for managers with direct reports	
Minimum Students: 15	Maximum Students: 80
Class Schedule: Based upon client's preference	
Materials: Workbook Materials, Team Building Materials	



**Off-The Shelf Course
& Webinar Descriptions**

Course Title:	
No Excuses! Creating Accountability in Your Environment	
Course Description:	
<p>Leaders inspire accountability through their behavior and actions. Participate in the No Excuses! Workshop and learn how to infuse accountability into your professional environment to ensure lasting results. Key learning objectives include how to encourage others to focus on solutions (not problems), best practices for communicating performance expectations, how to hold others accountable to their performance, and how to inspire team members to focus on solutions – not problems – in their professional dialogues. One instructor leads this workshop, which is a combination of presentation, small group discussion and individual reflection.</p>	
Course Length: 4 hours	Course Location: On-Site/Off Site
Prerequisites: This course is ideal for managers who have direct reports.	
Minimum Students: 15	Maximum Students: 80
Class Schedule: Based upon client's preference	
Materials: Workbook Materials, Team Building Materials	

Course Title:	
Leading in a Multi-Generational Workforce	
Course Description:	
<p>Veterans, Boomers, X'ers and Millenials: never before have four generations been so solidly represented in our workforce. Despite the differences among generations, there are tremendous opportunities for leaders to achieve great results by harnessing the talents of each workforce member. Diversity is the key for any company's sustained success. True leaders seek to identify opportunities where teams can unite over the differences represented among employees. Participants in this session will learn more about the perspective and experiences of each generation, as well as best practices for leading teams across generations and leveraging the talent found within their organization. One instructor leads this course to ensure an engaging, interactive training events.</p>	
Course Length: 4 hours	Course Location: On-Site/Off Site
Prerequisites: None	
Minimum Students: 15	Maximum Students: 80
Class Schedule: Based upon client's preference	
Materials: Workbook Materials, Team Building Materials	



**Off-The Shelf Course
& Webinar Descriptions**

Course Title:	
Executing Your Vision through Challenge and Change	
Course Description:	
<p>Innovation begins with great leaders who see the future and create paths for their teams. Strong leaders eliminate distractions, focus their team's efforts and achieve lasting results. This leadership workshop is for managers who are leading their teams in turbulent times. This event is designed to ensure maximum participation and a free exchange of ideas and best-practices. At the conclusion of the event participants will have developed a clear roadmap with clearly identified action steps they can immediately execute. One instructor leads this course to ensure that participants create a defined roadmap for realizing their vision.</p>	
Course Length: 4 hours	Course Location: On-Site/Off Site
Prerequisites: None	
Minimum Students: 15	Maximum Students: 80
Class Schedule: Based upon client's preference	
Materials: Workbook Materials	

Course Title:	
How to Lead When You Are Not in Charge	
Course Description:	
<p>Every professional – regardless of job title or role – will experience a time when they are called upon to lead but lack formal authority to do so. Whether you are working on a team project, taking part in a committee meeting or helping to organize a volunteer event, there will come a situation where you will need to use your influence to get the job done right. While it can be challenging to lead others when you are not the one in charge, it is still possible to lead effectively and, in turn, earn greater respect among your colleagues, be more influential in your role, and produce outcomes that have a lasting effect on your organization. In addition, when you learn to lead without title, you ensure future leadership success when you are eventually promoted to the position of “boss” or “manager.”</p> <p>Participants who experience the <i>How to Lead When You are Not in Charge</i> session will explore how to take ownership of their roles, make decisions that have impact, anticipate the needs of others and be accountable for success and failure. One instructor leads this course to ensure a dynamic presentation with action-oriented guidance.</p>	
Course Length: 4 hours	Course Location: On-Site/Off Site
Prerequisites: None	
Minimum Students: 15	Maximum Students: 80
Class Schedule: Based upon client's preference	
Materials: Workbook Materials	



**Off-The Shelf Course
& Webinar Descriptions**

Course Title:	
How to Have Effective Dialogues with Your Boss	
Course Description:	
<p>Every professional has a responsibility to ensure that feedback flows freely in their environment. However, many professionals fail to engage in necessary communications because they are uncertain how to navigate successfully through them ... especially when these communications need to happen with their manager or supervisor. One instructor leads the <i>How to Have Effective Dialogues with Your Boss</i> workshop to share with participants why it is the responsibility of everyone on a team – not just the boss – to provide feedback, how open and direct communications lead to results, and best practices for promoting candor in any work environment.</p>	
Course Length: 4 hours	Course Location: On-Site/Off Site
Prerequisites: None	
Minimum Students: 15	Maximum Students: 80
Class Schedule: Based upon client's preference	
Materials: Workbook Materials, Team Building Materials	

Course Title:	
Developing Unshakable Confidence	
Course Description:	
<p>If you are looking to increase your level of influence in your environment, start by improving your confidence. Confidence is a trait others are inspired by – especially during times of challenge, chaos and uncertainty. For most individuals however, confidence seems to wane during the times when it is most needed. In order to ensure that your confidence level remains steady in the face of challenge, you must continually work to cultivate it. Participants in the <i>Developing Unshakable Confidence</i> Webinar will discover five practical, actionable ways that you can develop your confidence and effectively project it to best inspire others.</p>	
Course Length: 1 hour	Course Location: Webinar (Distance Learning)
Prerequisites: None	
Minimum Students: No Minimum	Maximum Students: 200
Class Schedule: Based upon client's preference	
Materials: Call Notes	



**Off-The Shelf Course
& Webinar Descriptions**

Course Title:	
A Leader's Guide to Managing Time and Improving Efficiency	
Course Description:	
Do you ever wish that you had more than 24 hours in a day? Do you ever wonder why some people tend to accomplish more in their day than others? Participate in the <i>A Leader's Guide to Managing Time and Improving Efficiency</i> Webinar and learn how to be disciplined with your schedule and focused on how you allocate your most precious resource: your time. Course learning objectives include how to be proactive (not reactive), being able to identify procrastination when it happens, best practices that save time and improve efficiency, how to say "no" to an item that is a non-priority, and how you can increase your energy level throughout the day to ensure high performance.	
Course Length: 1 Hour	Course Location: Webinar (Distance Learning)
Prerequisites: None	
Minimum Students: No minimum	Maximum Students: 200
Class Schedule: Based upon client's preference	
Materials: Call Notes	

Course Title:	
How to Lead When You Are Not in Charge	
Course Description:	
Every professional – regardless of job title or role – will experience a time when they are called upon to lead but lack formal authority to do so. Whether you are working on a team project, taking part in a committee meeting or helping to organize a volunteer event, there will be a situation where you will need to use your influence to get the job done right. While it can be challenging to lead others when you are not the one in charge, it is still possible to lead effectively and, in turn, earn greater respect among your colleagues, be more influential in your role, and produce outcomes that have a lasting effect on your organization. In addition, when you learn to lead without title, you ensure future leadership success when you are eventually promoted to the position of "boss" or "manager."	
Participants who experience the <i>How to Lead When You are Not in Charge</i> Webinar will learn four actionable ideas on how to take ownership of your role, make decisions that have impact, anticipate the needs of others and be accountable for success and failure.	
Course Length: 1 Hour	Course Location: Webinar (Distance Learning)
Prerequisites: None	
Minimum Students: No minimum	Maximum Students: 200
Class Schedule: Based upon client's preference	
Materials: Call Notes	



Off-The Shelf Course & Webinar Descriptions

Course Title:	
Tough Talks: Communicating Like a Leader When the Stakes are High	
Course Description:	
<p>Credible leaders handle both routine and high-stakes communications well. This engaging session provides participants practical strategies for providing constructive criticism, handling confrontation and resolving conflict. In addition, the <i>Tough Talks: Communicating Like a Leader</i> webinar will also explore how confidence and emotional resolve contribute to effective communications.</p> <p>This session is designed to encourage ideas exchange and interaction. Participants can expect active participation and self-reflection.</p> <p>Goals of this session include:</p> <ul style="list-style-type: none"> ▪ Identifying the relationship between leadership and communications ▪ Understanding the necessity of providing routine feedback to your colleagues and/or direct reports <ul style="list-style-type: none"> ▪ Learning best practices for providing constructive criticism and managing confrontation 	
Course Length: 1 Hour	Course Location: Webinar (Distance Learning)
Prerequisites: None	
Minimum Students: No minimum	Maximum Students: 200
Class Schedule: Based upon client's preference	
Materials: Call Notes	

Course Title:	
Leading in a Multi-Generational Workforce	
Course Description:	
<p>Veterans, Boomers, X'ers and Millennials: never before have four generations been so solidly represented in our workforce. Despite the differences among generations, there are tremendous opportunities for leaders to achieve great results by harnessing the talents of each workforce member. Diversity is the key for any company's sustained success. True leaders seek to identify opportunities where teams can unite over the differences represented among employees. Participants in this session will learn more about the perspective and experiences of each generation, as well as best practices for leading teams across generations and leveraging the talent found within their organization.</p>	
Course Length: 1 Hour	Course Location: Webinar (Distance Learning)
Prerequisites: None	
Minimum Students: No minimum	Maximum Students: 200
Class Schedule: Based upon client's preference	
Materials: Call Notes	



GSA Pricing for SIN 874-5

Supplies	Unit of Issue	Unit Price
Leading from the Front: No Excuse Leadership Tactics for Women (Book)	Each	\$11.00